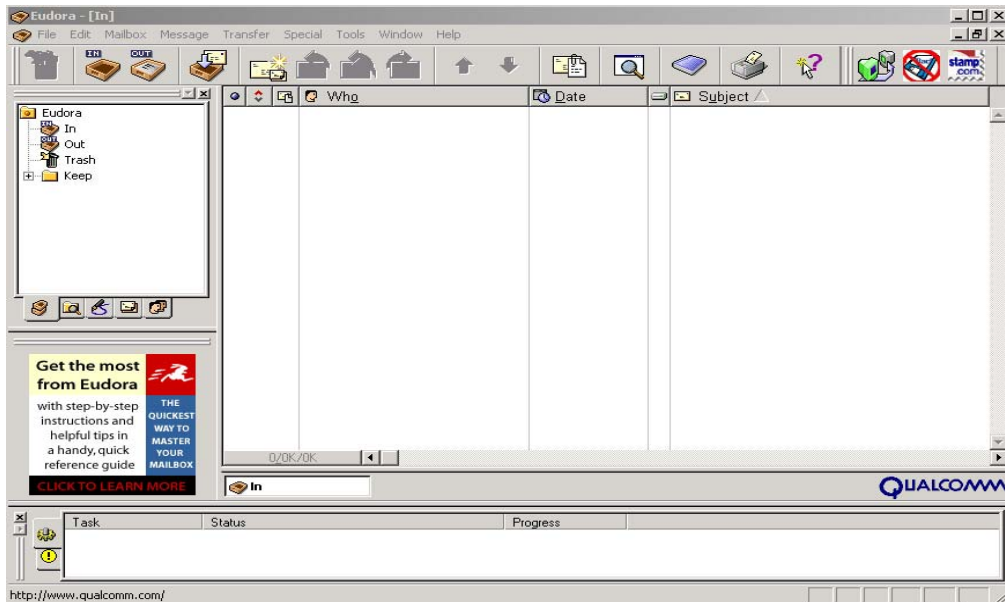


Eudora Configuration Instructions

Updated 09/22/2003

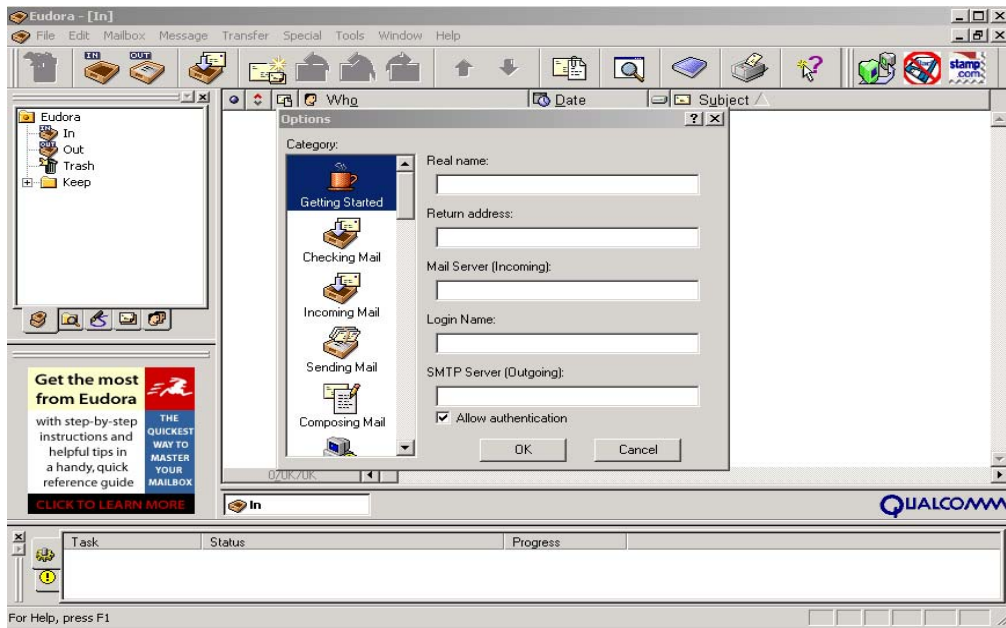
The following instructions explain how to configure a Eudora client for sending and receiving email with your new state government account. (For other help in using Eudora, go to the “Help” screen for more information.)

1. Open your Eudora client.



Tools/Options:

2. Left click on the “Tools” menu, then left click on the “Options” selection.



Tools/Options/Getting Started:

3. Click the “Getting Started” option on the left. Enter the following information in the “Tools/Options/Getting Started” box:

Real name: Type in your name.

Return address: Type in your return address, for example:
First.Last@co.<county>.ia.gov.

Mail server (incoming): Type in ia.<county>.gov

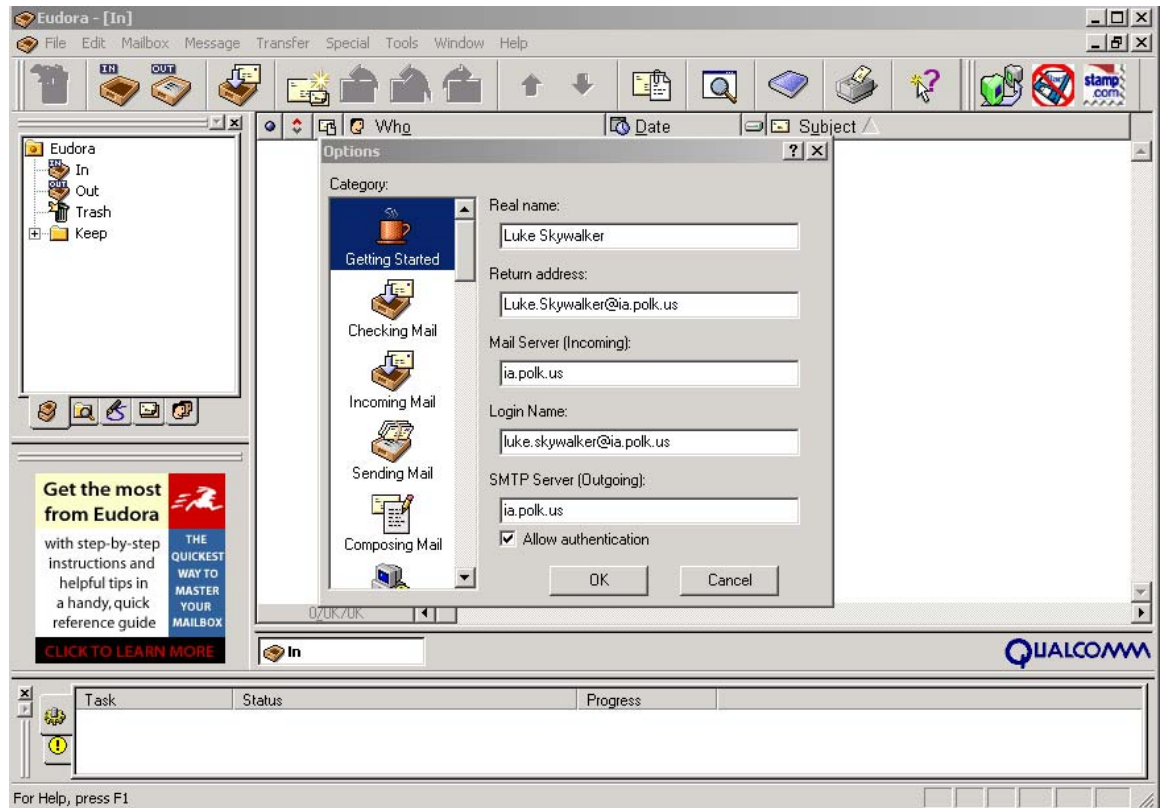
Login name: Type in your email address.

SMTP server (outgoing): Type in ia.<county>.gov

Check the “Allow authentication” box.

Click on “OK” when done.

Below is an example:



Tools/Options/Checking Mail:

4. On the left of the “Tools/Options” menu, click on the “Checking Mail” selection. Enter the following in the Tools/Options/Checking Mail box (some of this will automatically be filled in from the information you entered in the “Getting Started” box):

Mail Server: Type in ia.polk.us

Login Name: Type in your email address.

Check for mail every ____ minute(s). Enter 10.

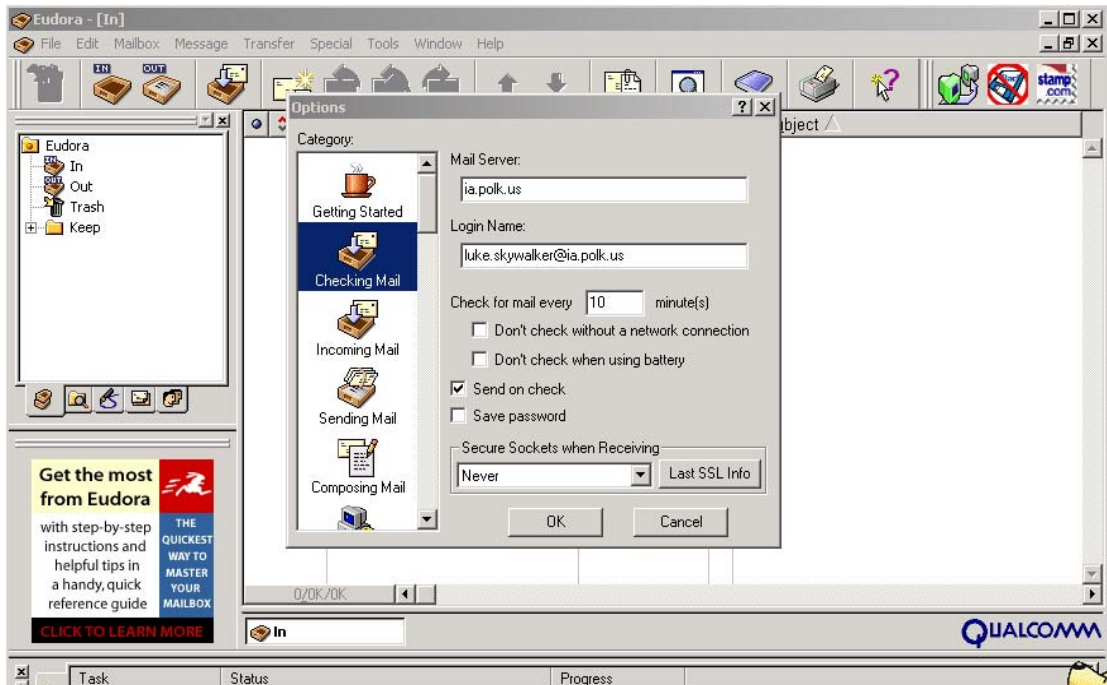
Send on check. Check this box.

Save password. Don’t check this box.

Secure sockets when receiving: Select Never.

Click on “OK” when done.

Below is an example:



Tools/Options/Incoming Mail:

5. On the left of the “Tools/Options” menu, click on the “Incoming Mail” selection. Enter the following in the Tools/Options/Incoming Mail box (some of this will automatically be filled in from the information you entered previously):

Server configuration: Select “POP”.

Leave mail on server: This box should be EMPTY.

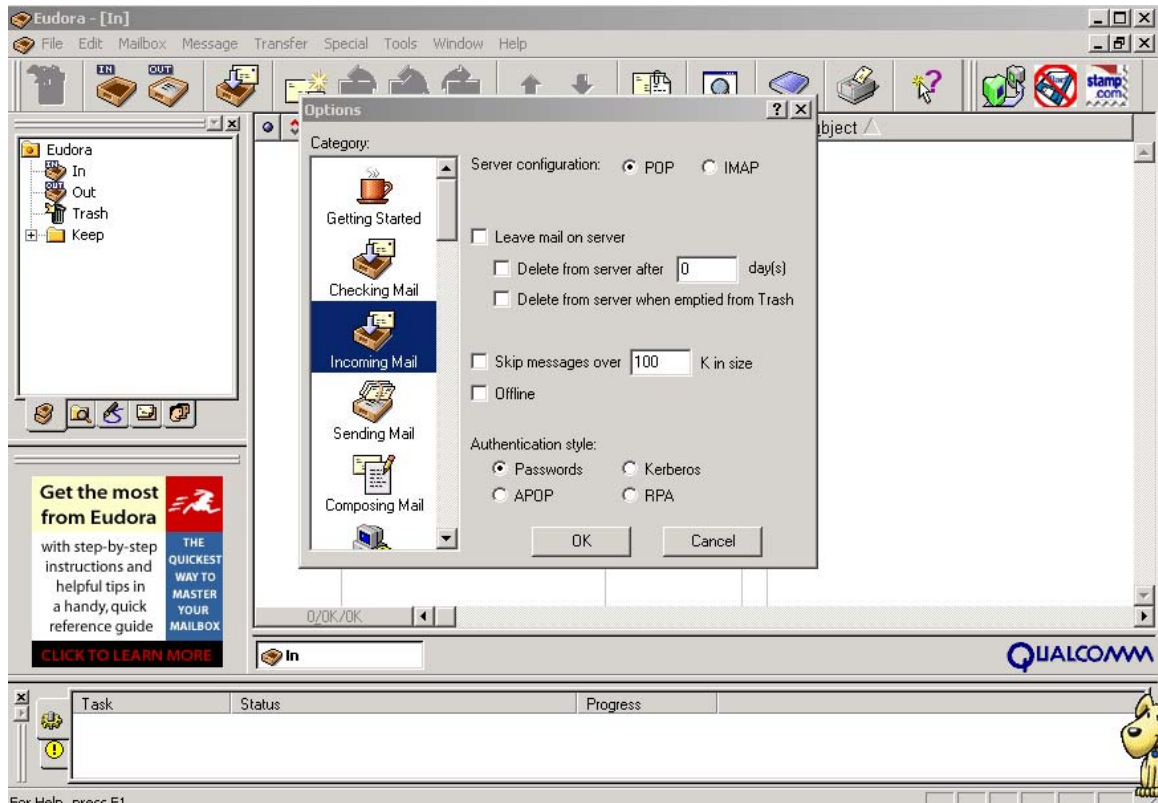
Skip messages over K in size: Type in 100.

Offline: This box should be EMPTY.

Authentication style: Check “Passwords”.

Click on “OK” when done.

Below is an example:



Tools/Options/Sending Mail:

6. On the left of the “Tools/Options” menu, click on the “Sending Mail” selection. Enter the following in the Tools/Options/Sending Mail box (some of this will automatically be filled in from the information you entered previously):

Return address: Enter your email address.

Domain to add to unqualified addresses: leave blank.

SMTP server: ia.polk.gov.

Allow authentication: check box.

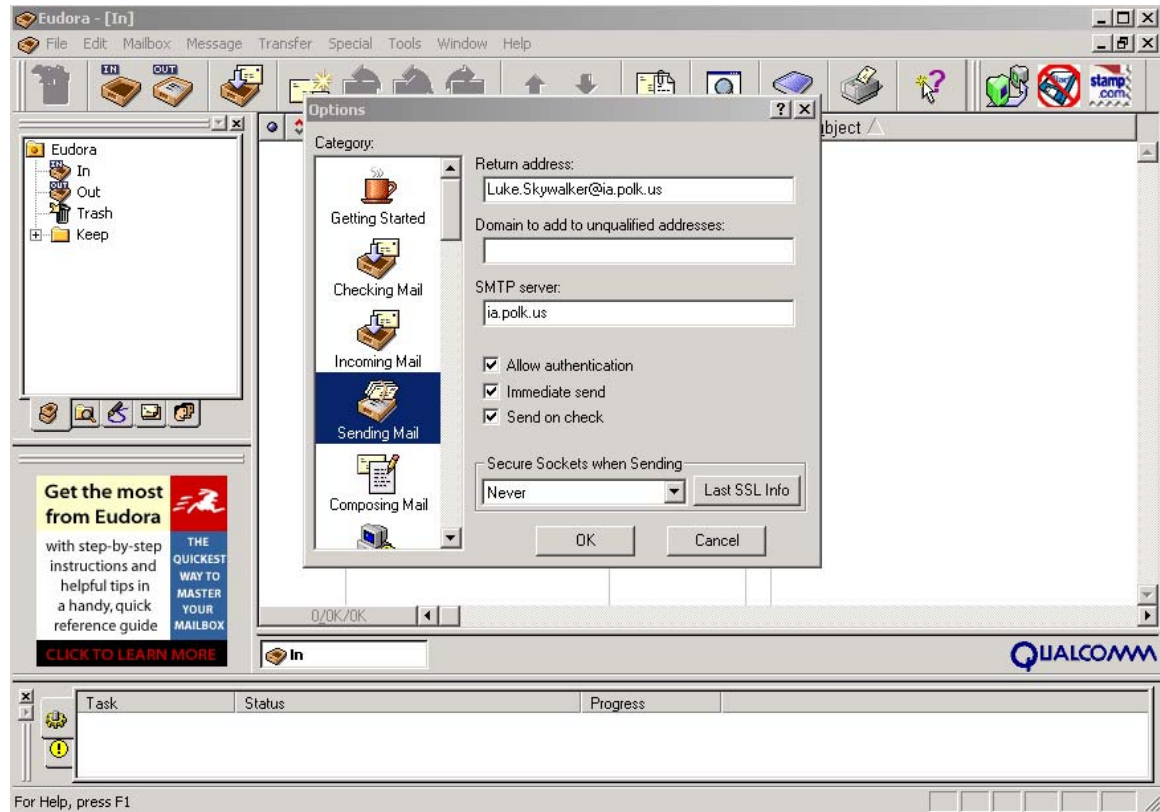
Immediate send: check box.

Send on check: check box.

Secure sockets when sending: Never.

Click on “OK” when done.

Below is an example:



For the most part, the remaining options in “Tools/Options” are for personal preference. Simply leave the defaults as they are. You can review them at a later date.

Checking your set-up.

Once you have the configuration completed, it’s time to check your set-up. Across the top of the Eudora client you will see icons. To check for mail, click on the “Check Mail” icon. You can determine which icon this is by holding the cursor over the icon for a few seconds, and it’s label will be displayed.

You have configured your client to check for mail every 10 minutes. However, you may check for incoming mail at anytime by clicking on the “Check Mail” icon.

More information.

If you are new to Eudora, you may want to read the information in the “Help” menu.

